

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

15 December 1958

25X1A

SUGGESTION NO. 59-151: dated 21 October 1958
[REDACTED] GS-6, Supervisor
Fiscal, Comptroller, DD/S

A. Summary of Suggestion

Suggester designed and proposed the use of a new WD form 43, "Individual Earnings Records Card".

25X1A

B. Summary of Evaluations

On 5 November 1958, [REDACTED] Chief, Technical Accounting Staff, stated:

"Investigation shows that the proposed form has been approved for use by the Agency. Also, it has been approved by the General Accounting Office as required. A supply has been printed. The revision constituted a rearrangement of the format, omitting some obsolete material and adding some new items, but did not include any significant contribution. Use of the new form in lieu of the old has certain advantages enumerated by the suggester, but these are of such slight significance that no monetary evaluation can be made of them.

"The development of Form 1488, Individual Earnings Record, is not considered by this Office as resulting from a suggestion by an employee. The Chief, of the Fiscal Division stated that during a conversation he had with the suggester on the problems of using the old earnings record - WD Form 43 - the suggester was instructed to draft a proposed revision for Agency use. Since the revision resulted from a direct assignment, it should not be considered as a suggestion."

25X1A

N.B. [REDACTED] replied to our question about "suggester was instructed to draft a proposed revision, as follows: Suggester went to her supervisor and explained that she had some ideas to improve the inadequate Form WD-43, and he told her to draft a new form.

25X1A

[REDACTED] believed that she does deserve an award; that the changes are minor; and that the award should be based on slight-local intangible benefits.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 59-151 Contd.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

____ Adopted 15 Award ____ Letter of Appreciation
____ Not Adopted

25X1A



*Tell Compt on
types of suggest
we need.*

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

15 December 1958

STATINTL

SUGGESTION NO. 59-78: dated 3 September 1958

[REDACTED] GS-2, Microphotographer
Printing Services Division, OL, DD/S

A. Summary of Suggestion

Suggester proposed that the present book microfilming and photostating techniques of the Agency be speeded by the use of an improved type book holder, with foam rubber padding (sketch on file in suggestion folder).

B. Summary of Evaluations

STATINTL

On 26 November 1958, [REDACTED] Acting Chief, Admin Staff, OL, stated:

"The suggestion of using an improved type of bookholder when microfilming or photostating documents has been tried and adopted. The testing period proved that by using this bookholder books, magazines, etc. were copied faster than by the method previously used and with less fatigue to the operator of the photostat machine or microfilm camera.

"Six bookholders as designed by the suggester have been ordered. Slight modifications from the original submitted were made. When the modified bookholders arrive the original device may be returned to the suggester or it may be modified to conform to the new ones.

"Intangible Benefits are derived from this suggestion. It is recommended that the suggester receive an award based on local application of moderate benefits."

The Office of Logistics informed this Staff that the estimated cost of the six bookholders is \$410.00.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-2, Microphotographer)
2. \$100-\$150 award based on Intangible Benefits (Local-Moderate)

D. Decision of Committee

STATINTL

1 Adopted 150 Award Letter of Appreciation
 Not Adopted

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

12 December 1958

25X1A SUGGESTION NO. 889 : dated 19 April 1954

[REDACTED] GS-12, Career Mgt. Officer

25X1A SUGGESTION NO. 2258 : dated 27 February 1956

[REDACTED] WH, DD/P, GS-11, Ops Officer

25X1A SUGGESTION NO. 58-325: dated 27 January 1958

[REDACTED] GS-12, Records Mgt. Officer
Comptroller, DD/S

A. Summary of Suggestion

Each of the above suggesters proposed that personnel going overseas be provided with a central storage place for the retention of:
a) vital personal unclassified papers such as wills, marriage certificates, mortgages and insurance policies; and b) classified and unclassified papers of a personal or quasi-personal nature which the employee will need to re-establish himself at headquarters.

B. Background & Summary of Evaluations

Suggestions made by [REDACTED] were disapproved for adoption based on comments by the Office of Security and the DD/P. Neither facilities nor personnel was available to provide such a service Agency-wide.

25X1A

Records Management Staff, at the time of the original suggestion, stated that Records Center did have the facilities and could supply the service. Evidently, RMS' statement was overlooked and final conclusion was based on comments of OS and DD/P.

25X1A Suggestion No. 58-325 reopened the subject. OS stood firm on its previous statement of lack of personnel and facilities in their area, and that "facilities for handling these are available through each employee's administrative office". DD/P rejected this last statement in a comment by [REDACTED] ExO, DD/P, who stated that "there are no such facilities except on an informal and personal basis. When an Admin Officer has accepted this unofficial responsibility and then been transferred himself, the problem of what to do with the files remains unsolved."

Casualty Affairs Branch, OP, published a notice in the July 1958 pamphlet "Financial Benefits for Agency Employees". See TAB A for excerpt.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 889, 2258, & 58-325 Contd.

Records Management Staff sent a notice to the Chief, Central Processing Branch on 20 November 1958 regarding this subject. See TAB B for copy.

The Office of Security on 12 December 1958 stated that they have no objection to these procedures.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$75.00 award, based on Intangible Benefits (Slight-Extended), to be divided equally between the three suggesters.

D. Decision of Committee

____ Adopted

75 = 3 ways
____ Award

____ Letter of Appreciation

____ Not Adopted

25X1A

TAB A

Sugg. No. 889, 2258 & 58-325

Excerpt from "Financial Benefits for Agency Employees", July 1958

As a new service, the Benefits and Casualty Division will, at your request, establish and maintain a personal file in which may be placed or recorded data and records of a personal and financial nature. This file will be helpful to you in your planning and will facilitate the eventual establishment of retirement rights, claims under the various insurance protection programs, and the settlement of your estate in the event of death.